

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 08/25/08		Item Number: <u>C-3</u>	
AGENDA ITEM: 1) Approval of the Classification Specification for Senior Enterprise Business Analyst; and 2) Adoption of a Resolution Revising the Classification and Salary Plan to Include the Position of Senior Enterprise Business Analyst and Rescinding Resolution No 2008-R006.			
Contact Person/Dept.: Linda Coll		Phone Number: 310-253-5645	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master E-Mail Notification List (08/20/08) and Culver City Employees' Association on 08/20/08			
Department Approval: Serena Wright (08/11/08)		City Attorney Approval: Carol Schwab (by H. Baker) (08/19/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (08/20/08)		City Manager Approval: Jerry B. Fulwood (08/20/08)	
<u>RECOMMENDATION</u> Staff recommends the City Council: 1) Approve the classification specification for Senior Enterprise Business Analyst; and 2) Adopt a resolution revising the Classification and Salary Plan to include the position of Senior Enterprise Business Analyst and rescinding Resolution No 2008-R006 (Attachment No. 2). <u>BACKGROUND</u> During the FY 2008/2009 budget process, City Council approved the Chief Financial Officer's request to create a new technical position within the Finance Department (Finance). The position will be dedicated to supporting the integration of finance related technology systems between Finance and various departments throughout the City. In addition, Finance is planning on undertaking an evaluation of replacing the City's current enterprise resource planning system, J.D. Edwards (JDE). This position will play the lead role in this process as well as any subsequent implementation project. The proposed classification specification for Senior Enterprise Business Analyst is attached (Attachment No. 1). The Information Technology Department currently employs an Enterprise Business Analyst who is responsible for analysis and management of information systems projects throughout the City, and reports to the Systems Development Manager. The proposed Senior Enterprise Business Analyst			

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is a higher level classification, dedicated to Finance, that will be responsible for integrating and supporting the City's various financial systems. This classification will require a combination of municipal accounting, analytical and financial systems knowledge and experience necessary to ensure the effective delivery and reporting of financial services throughout the City.

DISCUSSION

In April 2008, the operations of the City Treasurer and City Controller offices were consolidated into a single Finance Department under the direction of a Chief Financial Officer (CFO). Upon review and evaluation of the numerous functions performed within Finance (i.e., business tax, cashiering, refuse billing, fixed assets monitoring, budgeting, time reporting, central stores, etc.), the CFO subsequently determined that a full-time technical position was needed within Finance. The position will report directly to the CFO and be responsible for ensuring day-to-day accuracy and integrity of the information produced by the City's automated financial systems, providing application support as needed, and resolving system problems to ensure processes run smoothly.

Finance is the heaviest user of financial software applications in the City, which include the City's core financial systems (i.e., general ledger, payroll, accounts payable, purchasing, and accounts receivable). Responsibilities of the new position will include the translation, coordination and integration of business requirements between Finance and various City departments into the City's financial system(s). The position will review existing and proposed applications and be responsible for recommendation, implementation, testing, and training for new systems and/or applications. While Finance is responsible for all Finance applications and systems, they may team with IT on occasion for support services and to collaborate on issues such as application integration and determining computing environment specifications.

Designation of an IT position dedicated solely to the Finance Department is not unique to Culver City, and a survey of our labor market reflects comparable positions at other cities. Furthermore, John Richo, Chief Information Officer, has reviewed and is in support of the proposed classification specification.

The proposed classification specification is unclassified in accordance with the Culver City Municipal Code (CCMC) §3.05.015.G (Attachment B)...“The Civil Service System shall be applicable to all departments, offices, positions and employments and all persons employed by the City *except the following*...Professional and technical employees in the field of information

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technology, who perform design, development, documentation, analysis, acquisition, installation, creation, technical support, testing or modification of computer systems or programs.” While the classification will be unclassified, it will receive Culver City Employees’ Association (CCEA) benefits, and a copy of the proposed classification was provided to CCEA as a courtesy.

The new classification specification for Senior Enterprise Business Analyst was reviewed and unanimously approved by the Civil Service Commission at the August 6, 2008 meeting (Attachment No. 3).

FISCAL ANALYSIS

The proposed salary is consistent with the labor market. City Council approved sufficient funds for this position in the Finance Department’s fiscal year 2008/2009 Adopted Budget at the following salary range:

Range 541 \$6,391 - \$7,801 monthly \$76,695 to \$93,616 annually

ATTACHMENTS

1. Classification Specification for Senior Enterprise Business Analyst
2. Resolution and Exhibit A
3. Minutes Excerpt from the August 6, 2008 Civil Service Commission Meeting
4. Organization Chart for the Finance Department

MOTION

That the City Council:

1. Approve the classification specification for Senior Enterprise Business Analyst; and
2. Adopt a Resolution Revising the Classification and Salary Plan to include the position of Senior Enterprise Business Analyst and Rescinding Resolution No. 2008-R006.